

# **NEVADA COMMUNICATIONS STEERING COMMITTEE**

## **BY-LAWS**

### **ARTICLE I**

#### **Name and Authority**

The Nevada Communications Steering Committee (NCSC) was confirmed and established through Executive Order signed July 13, 2005 by Governor Kenny C. Guinn.

### **ARTICLE II**

#### **Purpose & Mission**

The purpose of the NSCS shall be to:

- a) accept and discharge such duties as may be assigned by the Chair of the Nevada Commission on Homeland Security; and
- b) advise the Director of the Nevada Department of Information Technology on communication technology issues; and
- c) act as the State Interoperability Executive Committee for issues involving the Federal Communications Commission.

It is the mission of the NCSC to facilitate the planning, development and operation of interoperable communication systems for use between government officials and emergency response agencies in Nevada.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1: Members**

The Governor shall appoint to the NCSC up to 25 voting members that he determines to be appropriate, and who serve at his pleasure, including:

- a) Members of the NCSC should be designees of Nevada public safety entities (as defined by the United States DHS – See appendix A). The entity represented should be an FCC license holder for a public safety representative operating within Nevada.
- b) One member from the Nevada Commission on Homeland Security.

#### **Section 2: Term**

Except for the initial members, the term of office of each member of the NCSC is three years and commences on July 1 of the year of appointment.

Members may be reappointed at the pleasure of the Governor, and there is no limit on the number of terms that a member may serve

#### **Section 3: Termination**

Membership shall be terminated at will or discretion by the appointing Governor, Chair or Vice Chair (absence of the Chair), upon determination that three unexcused absences within twelve (12) months have occurred, or for unlawful behavior, or if it has been determined that excessive disruptive behavior is harmful to the Committee in fulfilling its duties. Excused absences are at the discretion of the Chair or Vice Chair (in absence of the Chair).

#### Section 4: Voting

A majority of the voting members of the NCSC constitutes a quorum for the transaction of business, and a 2/3 majority of those voting members present at any meeting is sufficient for any official action taken by the Committee. Each member shall possess a single vote.

#### Section 5: Compensation

No compensation will be granted to any NCSC member for his/her services during their term on the Committee.

### **ARTICLE IV – OFFICERS**

#### Officers and Duties

The Officers of the Committee shall consist of the Chair, Vice Chair and Sub- Committee Chair as follows:

- (a) Chair – Upon vote and recommendation of the NCSC, the Chair is appointed by the Governor. The Chair convenes meetings and is the presiding officer at all meetings, and prepares the official meeting agenda. The Chair is the leader of the NCSC and appoints Standing Committee Chairs.

The Chair shall provide periodic reports to the Office of the Governor regarding the activities of the Committee.

- (b) Vice Chair – The Vice Chair is appointed by the Governor and presides in the absence of the Chair. The Vice Chair also serves as Chair of special committees as deemed necessary by the Chair. Upon vote of the NCSC, the Vice Chair will be recommended to the Governor to fill the position of Chair after his/her term expires.
- (c) Sub-Committee Chairs – Sub-Committee Chairs are appointed by the Chair. Sub-Committee Chairs may convene sub-committee meetings.

## **ARTICLE V – SUB-COMMITTEES**

### **Sub-Committees**

The Chair of the NCSC may appoint subcommittees deemed necessary by the Chair to assist in carrying out the duties of the NCSC. The Chair shall appoint to a committee the number of voting members that he determines to be appropriate. All subcommittees will provide a monthly status report to the Chair.

## **ARTICLE VI – MEETINGS**

### **Meetings**

NCSC meetings shall be:

- a) Held at the call of the Chair or Vice Chair (absence of the Chair) as frequently as required to perform NCSC duties, but not less than quarterly.
- b) Meeting minutes shall be recorded, distributed and maintained by the support staff.
- c) Members may attend meetings either in person, by teleconference or videoconference.
- d) All meetings will be conducted in accordance with Nevada Open Meeting Laws.

## **ARTICLE VII – SUPPORT**

### **Administrative Support**

The Nevada Department of Information Technology shall provide administrative support to the NCSC.

## **ARTICLE VIII- AMENDMENTS**

### **Amendments**

These By-Laws may be amended when necessary by a vote of the NCSC. Proposed amendments must be submitted in writing to the Chair of the NCSC. No amendment shall be made which contradicts or conflicts with the enabling authority or Executive Order. Proposed amendments to these By-laws can not be acted upon at the same meeting they are proposed.

Approved March 7, 2006

## **Appendix A**

### **Public Safety Entities**

- Fire Services
- Law Enforcement
- Emergency Management
- Government Administrative Services
- Emergency Medical Services
- Public Health
- Health Care
- HazMat
- Private Industry
- Volunteer Organizations
- Public Safety Communication
- Public Works